



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

October 31, 2006

INDIANA BULLETIN NO. 300-7-2

SUBJECT: LTP – Fiscal Year (FY) 2007 Conservation Security Program (CSP) Updated
Timeline for Making Participant Payments

Purpose: To provide information to State and Field level employees on the timeframe for
making producers CSP FY 2007 payments

Expiration Date: September 30, 2007

Background: This bulletin changes some of the guidelines which we were given earlier under Indiana Bulletin IN300-7-1. The major change is that all maintenance modifications must be completed prior to any 2007 CSP payments being made. These known maintenance modifications need to be completed between October 12 and November 3, 2006.

Any maintenance modifications needed after November 3rd and prior to payment must be completed as follows:

- Open contract and click on Modify
- Go to last Contract Item Number, which should be a Continuing Resolution Limit (CRL) amount and delete this item
- Make needed maintenance changes such as removing land no longer controlled, change in participants, etc
- Submit application for approval
- Inform Area Program Specialist (APS) or their designee of the Participant name and Contract Number
- APS will gather this information and send to State Office upon request
- The State Office will then inform NHQ and ITS that these modified contracts need the script re-run on them to provide for the CRL item to be added to the contract

Highest priority will be given to modifying CSP contracts to prevent making duplicate payments in FY 2007 and beyond. These contracts must be modified before the 2007 CSP annual payments can be made.

If duplicative payments are found per instructions contained in NB300-7-1 (copy attached) these *MUST* be modified and corrected for this year and all out years. This process must be completed prior to the 2007 payment being made.

DIST: 0

Use the attached spreadsheet “*CSP_Cost_List and Practice List Duplicative Payments.xls*” to reference the needed modifications for FY 2007 and out year payments. As stated in NB300-7-1 in order to comply with agreed-upon corrective actions on duplicative payments with GAO, we will compare CSP contract enhancement activities with the EQIP and WHIP contract practices to determine whether duplicate payments are planned in FY 2007 and beyond. The removal of the duplicative payment will be done by modification from the contract which created the duplicate payment; the duplicate must be removed from the most recent contract. Modification of the most recent contract must be completed and signed by the participant prior to making any 2007 payments on either contract (this would include practices scheduled in 2006 but not paid yet, such as Nutrient Management (590) - they will have to forfeit that payment or the duplicate CSP payment).

Payments made in 2004 through 2006 were made under the interpretation that was in effect at that time, and we will not consider those payments as duplicative. Each APS will complete the four blank columns on the Potential Duplicate Reports and electronically return the completed reports to Joe Williams, Programs Staff in the state office by COB December 29, 2006.

ProTracts will cap the FY 2007 CSP annual payment at the FY 2006 contract disbursement level. This script will be run on November 6th. If additional funds become available after the FY 2007 appropriation is passed, a second payment may be processed at either a prorated or full payment level.

The following timeline will be used for processing the FY 2007 contract payments.

Date	Action
October 13, 2006	State Office mailed annual payment letters
October 12, 2006 through November 3, 2006	Field/Area Offices <i>Submit</i> improvement and maintenance modifications in ProTracts
October 12, 2006 through November 3, 2006	Field Offices to process maintenance modifications in ProTracts which have no increase in obligations, i.e. deleting duplicative program payment items, changes in shares and vendor information, etc. States process maintenance modifications which require additional funds only with NHQ concurrence , i.e. appeals and NRCS errors
October 12, 2006	FY 2007 funds clear through the FFIS system and become available in ProTracts
October 27, 2006	ITC will make “ <i>Un-do Submit for Approval</i> ” button available in ProTracts when the “Modification Approval Pending” status is displayed. (This will be available to the Designated Conservationist)
November 2, 2006	ITC will provide NHQ with a list of the contracts that have not

	yet been submitted for approval
November 6, 2006	(a) <i>Modify and Submit for Approval</i> buttons will be turned off (b) All contracts ready for Mod approval will be processed to add a 2007 payment limit item (identified as CRL - Continuing Resolution Limit on the NRCS-1245) to each applicable contract item (c) Obligate all 2007 planned items (d) <i>Approve Mod</i> will be turned on
December 29, 2006	(a) Duplicative payments are all modified out of the program contract as requested by the participant. (b) Area Program Specialists forward the area list of all duplicative payments found to Joe Williams by COB
November 6 th through February 1, 2007	States <i>Approve</i> modifications, <i>Certify and Approve annual payments after contract reviews and field verifications are completed</i> as necessary ref: CPM 518.100 (f) and 518.101 (b)

Contact: If you have any questions, please contact Joe Williams, CSP Coordinator at (317) 290-3200 Ext 311 or Harold Thompson, ASTC (Programs) at (317) 290-3200 Ext 320.

/s/

JANE E. HARDISTY
State Conservationist

Attachments